

BUSY BEES AND THE AFTER SCHOOL ACTIVITIES STAFF CONDUCT AND PROFESSIONAL BEHAVIOUR POLICY

OVERVIEW

The conduct of staff is required to meet the highest professional standard that may be expected. Their conduct must set an excellent example to all and they must at all times behave in a professional manner that promotes the good reputation of Busy Bees and the after school activities. The conduct of every member of staff has an important impact on the ethos and childcare environment of Busy Bees and the after school activities and so very high standards of conduct are expected from all as they carry out their professional duties. Busy Bees and the after school activities policies must be known and followed by all members of staff and must underpin their work and conduct at all times.

INTENT

1. To put the care, safety and well-being of children first by ensuring that the conduct of all members of staff meets the highest professional standard at all times.
2. To ensure that all members of staff relate to their colleagues, children and parents in a proper and professional manner.
3. To ensure that every member of staff carries out their professional responsibilities to the high standard set by the governing body.
4. To ensure that all staff know and use the Busy Bees and the after school activities policies to guide their work and conduct at all times.

IMPLEMENTATION

1. All staff will follow the Busy Bees and the after school activities policies (Child Protection Policy, Risk Assessment Policy, Safeguarding Policy, Intimate Care Policy and any other relevant policy to ensure that children are kept safe).
2. All staff will be required to familiarise themselves with the DfE guidelines for 'Keeping children safe in education' Sept 2016 and follow that guidance at all times.
3. All staff will ensure that Busy Bees and the after school activities Anti-bullying Policy is applied and enforced.
4. All staff will promote Busy Bees and the after school activities Behaviour Policy and Positive Handling and Intervention Policy at all times.
5. All staff will familiarise themselves with Busy Bees and the after school activities Critical Incident Policy, The Fire and Emergency Evacuation Policy, Missing Child Policy, First Aid Policy and other key policies to ensure that they know how to respond in an emergency and at other times.
6. All members of staff will be required to promote the high standards and follow 2010 Equality Act all protected characteristics will be recognised and acceptance taught as an embedded aspect in all we do including: disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation including homosexual, bi-sexual and transgender.
7. When using information and communications technology members of staff must follow the Busy Bees and the after school activities Safe Internet Usage Policy, Mobile Phone Policy, Data Protection Policy and the Safe Use of Social Media Policy.
8. Staff must not make comments or statements about Busy Bees and the after school activities school on social media nor should they make comments about Busy Bees and the after school activities to the media. If a member of staff is asked to comment or provide information about the Busy Bees and the after school activities they should take the name and details of the person making the request and then refer them to make contact with the school, through the proper channels, for the information they have requested.
9. The use of illegal and other unauthorised drugs by any member of staff is not acceptable.

IMPACT

Busy Bees and the after school activities will be a place where staff conduct is required to be of the highest professional standard so that it always promotes an excellent ethos for childcare and learning. It will ensure that children are well-cared for, kept safe and that their well-being is given the highest priority. Staff will conduct themselves to the highest professional standards at all times and they will be expected to uphold

excellent professional relationships at all levels.

Reviewed by A. Parker Oct 24

Approved by Governing Board

Policy to be reviewed Oct 25